

CEA



CAREER EXECUTIVE ASSIGNMENT

An Equal Employment Opportunity Employer - equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED

DEPARTMENT: Department of Corrections and Rehabilitation

POSITION: Chief, Criminal Intelligence and Analysis Unit
Office of Correctional Safety
CEA Level 2

PENDING CONTROL AGENCY APPROVAL

FINAL FILING DATE: February 20, 2007

SALARY RANGE: \$7,558 - \$8,333

DUTIES/RESPONSIBILITIES:

The Chief, Criminal Intelligence and Analysis Unit (CIAU) reports to the Assistant Secretary, Office of Correctional Safety and is responsible for the formulation of policies and programs affecting collection and dissemination of criminal intelligence, emergency management systems, the State Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS). This position works directly with and the incumbent provides sensitive intelligence data at the direction of the Assistant Secretary to the Office of Emergency Services, Homeland Security, as well as local, state, and federal law enforcement agencies.

Duties include, but are not limited to:

- Responsible for oversight and management of the statewide CIAU including the formulation of policies, procedures, guidelines and management systems to ensure efficient and effective statewide operations as well as safety and security of highly sensitive data; policy development affecting the Threat Assessment Center; and evaluation of state and federal laws, rules and court decisions related to the collection and dissemination of intelligence information.
- Serves as a member of the Assistant Secretary's staff and participates in the development, implementation, and evaluation of the departmental strategic and operational plans; serves as the liaison with the Office of Emergency Services, Homeland Security, as well as other local, state and federal agencies; provides advice and consultation to the Secretary, Undersecretary,

Assistant Secretary of the Office of Correctional Safety and other administrators in the formulation of department policies and programs affecting criminal intelligence and emergency management protocol relative to NIMS and SEMS.

- Responsible for statewide policy and program development and ongoing oversight of emergency management systems including the Department of Homeland Security Presidential Directive 5, requiring the use of NIMS command and communication, and the consolidation of the Office of Emergency Services Continuity of Operation/Continuity of Government Plan into the California Department of Corrections and Rehabilitation emergency operations plan on a statewide and local level.
- Responsible for oversight and management of statewide special projects within the Office of Correctional Safety which includes facilitating departmental participation, control agency participation, development of critical path schedules, and overall project management.
- Responsible for oversight and management of administrative functions for the Office of Correctional Safety including consultant contracts, grants administration and management, technology support, budget planning and management, and personnel operations.

MINIMUM QUALIFICATIONS:

Applicants must meet the following minimum qualifications:

Either I

Must be a civil service employee with permanent civil service status.

Or II

Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code Section 18990.

Or III

Must be a nonelected exempt employee of the Executive Branch for two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code Section 18992.

KNOWLEDGE AND ABILITIES:

Applicants must demonstrate the ability to perform high administrative and policy-influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

1. Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends in public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management; the Department's equal employment opportunity program objectives; and a manager's role in achieving an equal employment opportunity workplace.
2. Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of

government, the public, and the Legislative and Executive Branches; analyze complex problems and recommend effective courses of action; prepare and review reports; and effectively contribute to the Department's equal employment opportunity objectives.

Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

These abilities and knowledge are expected to be obtained from the following kinds of experience: from paid or volunteer assignments; in State service; in other government settings; or in a private organization.

DESIRABLE QUALIFICATIONS:

- Demonstrated leadership, flexibility, and judgment in managerial and program administration, budget management, consultant contracts, grants administration and management, technology support, and accountability necessary to perform in the capacity of a Chief.
- Experience in public administration, personnel management, and leadership which demonstrates the ability to motivate staff and manage large groups; and knowledge of the Department's Equal Employment Opportunity (EEO) Program objectives and a manager's role in achieving an EEO workplace.
- Broad and extensive administrative experience in the development and implementation of criminal intelligence and analysis policies and operational procedures. Experience and knowledge in criminal intelligence and analysis operations and programs, and management practices.
- Demonstrated broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies in areas including, but not limited to, collection and dissemination of criminal intelligence and emergency management systems.
- Demonstrated abilities in communicating effectively, both orally and in writing; and in representing the Department with Legislators, local government jurisdictions, law enforcement agencies, and state and federal agencies to develop policies, procedures, guidelines, and management systems to ensure the safety and security of highly sensitive data.

Supervisory/administrative experience in a managerial capacity at least equivalent to a Staff Services Manager II, Correctional Administrator, or Parole Administrator I, including the implementation and/or evaluation of program policies. Experience which shall have demonstrated the ability to communicate with Legislators, local governmental jurisdictions, community and civic leaders. Experience in the development and implementation of policies and procedures.

EXAMINATION INFORMATION:

This examination will consist of a review by an executive screening committee of the candidates' Statement of Qualifications that describes their experience, knowledge and abilities as they relate to the desirable qualifications identified in the bulletin, using predetermined evaluation criteria. Candidates may or may not be scheduled for an interview. In order to be successful in this examination, a minimum rating of 70 percent must be attained. Each candidate will be notified in writing of the examination results.

Interested applicants who meet the minimum qualifications **must submit:**

- A Standard State Application (Form 678) and resume that clearly addresses your experience and job titles, names and addresses of employers, periods of employment and education relevant to the Minimum Qualifications listed above.
- A **Statement of Qualifications** that describes your experience, knowledge, and abilities as they relate to the desirable qualifications identified in this bulletin. You must provide specific examples. The Statement of Qualifications will also serve as documentation of each candidate's ability to present information clearly and concisely in writing since this is a critical factor to successful job performance. It should not exceed four pages in length or be less than 12 font. **APPLICANTS WHO FAIL TO SUBMIT A STATEMENT OF QUALIFICATIONS WILL BE ELIMINATED FROM THE EXAMINATION.**

USE AND APPLICATION OF EXAMINATION PROCESS:

The results of this examination will be used solely to fill the Chief, Criminal Intelligence and Analysis Unit, Office of Correctional Safety, CEA Level 2 vacancy. For further information regarding this position, please contact Toni Dodds at (916) 327-8033.

FILING INSTRUCTIONS:

A Standard State Application (Form 678), Resume, and Statement of Qualifications must be submitted and postmarked by February 20, 2007 to Toni Dodds, Executive Recruitment and Appointments, P.O. Box 942883, Sacramento, California 94283-0001 or in person at 1515 S Street, Room 108-N, Sacramento, California. Applications postmarked, personally delivered or received via interoffice mail after this date will not be accepted for any reason.

If you are personally delivering your application, you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, on or before the final filling date to the same street address listed above for Executive Recruitment and Appointments.

GENERAL INFORMATION:

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this examination, and all candidates who pass will be ranked according to their scores.

The California Department of Corrections and Rehabilitation reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

DEPARTMENT OF CORRECTIONS AND REHABILITATIONS

VISION STATEMENT: *We will end the causes and tragic effects of crime, violence, and victimization in our communities through a collaborative effort that provides:*

- *Intervention to at-risk populations*
- *Quality services from time of arrest*
- *Successful integration back into society*

MISSION STATEMENT: *To improve public safety through evidence-based crime prevention and recidivism reduction strategies.*